

FOR YOUR INFORMATION...



City of Taylorsville
Community Development Department
2600 West Taylorsville Boulevard
Taylorsville, Utah 84118 (801) 963-5400



City of Taylorsville
Information Form

P-11

SIMPLE SUBDIVISION

Applying for a Simple Subdivision

The Utah Municipal Code 10-9 Part 8 empowers cities with legislative authority to enact subdivision ordinances. The City of Taylorsville has adopted subdivision regulations, which can be found in Title 12 of the City of Taylorsville Code of Ordinances, entitled Subdivisions. Subdivision ordinances are developed for the protection of the public health, safety, and welfare. Subdivision regulations are also recognized as an important tool in influencing urban development.

What is a Simple Subdivision?

The City of Taylorsville defines the term “subdivision” as any land that is divided, re-subdivided or proposed to be divided into 2 or more lots for the purpose of selling, leasing or developing the property. Subdivision includes the division of land by deed, metes and bounds description, devise and testacy, lease, map plat or other recorded instrument. This definition shall not apply to the sale or conveyance of any parcel of land that may be shown as a lot on a subdivision plat that has been previously recorded.

A “simple subdivision” (a.k.a. a non-regular subdivision) as defined by the City of Taylorsville is any subdivision of land involving fewer than 10 lots, and does not involve the dedication of property for public purposes (i.e. city road, public right-of-way, city park, etc.). Simple subdivisions may be recorded with the Salt Lake County Recorder’s Office by metes and bounds (i.e. a legal description of the subject property in the form of a warranty deed or quit claim deed) rather than by a subdivision plat map (i.e. a subdivision drawing on a mylar sheet). Specifically, to record a subdivision by metes and bounds, Taylorsville City Code 12.08.030 requires compliance with all of the following conditions:

- The subdivision layout shall have been prepared by a surveyor and approved in writing by the Planning Commission, the Community Development Department, the Salt Lake Valley Health Department, providers of underground facilities, the City Attorney and the Mayor;
- The subdivision is not traversed by the mapped lines of a proposed street as shown on the official map or maps of the City or other Planning Commission studies, and does not require the dedication of any land for a street or other public purposes;
- Each lot in the subdivision meets the frontage, width and area requirements of the zoning title or has been granted a variance from such requirements by the Taylorsville Board of Adjustment;
- All preliminary plat requirements shall be complied with;
- All provisions of chapter 12.24 of the subdivision ordinance (Title 12) shall be complied with; and
- The water supply and sewage disposal shall be approved by the Salt Lake Valley Health Department.
- Any easements required by providers of underground facilities or for drainage, shall be on a separate document approved by the City Attorney.
- The City Attorney may require submission of a current commitment for title insurance from an acceptable title company and bond or other acceptable security to assure installation of fire hydrants, lot corner markers and other approved improvements.

Submittal Deadline:

All required submittals for a simple subdivision application must be received by the Community Development Department at least 14 days prior to the desired date of a public meeting. The Planning Commission conducts scheduled public hearings on the second Tuesday of each month (see below for more information). Incomplete or incorrect applications may be delayed and not scheduled for a public hearing until corrected.

Planning Commission Meeting Schedule:

The Planning Commission typically meets in a regular business meeting on the second Tuesday of each month.¹ Planning Commission meetings begin at 7:00 p.m. in the City Council Chambers located at 2600 West

¹ Due to occasional scheduling conflicts (i.e. legal holiday) or failure to obtain a quorum of Commission members, a meeting may be rescheduled or canceled altogether if necessary. See Planning Department staff member for more information.

Taylorsville Boulevard (5325 South), Taylorsville, Utah. *The property owner or agent of the applicant must be present at the Planning Commission meeting to present the proposed subdivision and answer questions.*

Application Fees:

- ☐ Simple subdivision application \$ 120.00
- ☐ Salt Lake County Fire Department subdivision review fee² \$ 75.00

Application Process and Requirements:

Step 1. **Contact Planning Department.** Meet with a member of the Planning Department to discuss desired subdivision. Staff will provide information regarding the process, fees, and discuss potential issues associated with the proposed subdivision. The applicant should also verify that the proposed subdivision would meet the minimum legal requirements of the City (i.e. access, lot size, etc.).

Note: The applicant should also contact the Salt Lake County Recorder's Office to ensure recordability of a proposed subdivision name. The County Recorders Office will not record a proposed subdivision with a name identical to a previously recorded subdivision.

Step 2. **Attend pre-application conference.** Prior to submitting application for subdivision approval, please schedule a pre-application conference with the City's Development Review Committee. For more information on meeting schedule and submission requirements, see ***Taylorsville Information Form P-4 Applying for Pre-Application Conference.***

Step 3. **Submit application for conceptual review.**³ Conceptual review is intended to allow the applicant and the Planning Commission to communicate early in the design process of the proposed subdivision. To apply for conceptual review, please submit the following information:

- ☐ Completed Simple Subdivision (☒ Conceptual Review) application with property owner's affidavit (i.e. a written statement made before a notary). For your convenience, an affidavit form is provided on the back of the Subdivision application.
- ☐ If the property owner is to be represented by an "agent" during meetings with the city, please complete and submit the Agent Authorization form, which is also provided on the back of the Subdivision application.
- ☐ Application fee – none for conceptual review.
- ☐ Submit 3 copies of subdivision sketch plan. Plan should include the following information:
 - ☐ Accurate dimensions of subject property drawn to scale (i.e. scale is 1"=20', 1"=30', etc.) with north arrow. Sheet size should be a minimum of 18" x 24".
 - ☐ Location of existing and proposed buildings, parking areas, landscape areas, sidewalk, curb and gutter, etc.
 - ☐ Location of existing property features such as streets, canals, hillsides, etc.
- ☐ Submit one reduced 11" x 17" copy of subdivision plan; 8.5" x 11" is acceptable if legible.

For your information, a member of the Planning Department, prior to each Planning Commission meeting, will write a Planning Commission Staff Report. The Staff Report will summarize and analyze the proposed subdivision plan. The report will also contain recommendations regarding the application. A copy of the Staff Report is delivered to Commission members at least 3 days before the meeting. The Planning Commission Staff Report is also available to the applicant and the general public for review before the meeting. To obtain a copy of the report, please contact the Community Development Department Secretary or the staff planner assigned to your project.

Step 4. **Attend Planning Commission meeting for conceptual review.** Applicant should be prepared to discuss the proposed subdivision plan with the Planning Commission. Although a public hearing will not be held and a formal Planning Commission motion will not be made during this step, the Planning Commission will respond to the applicant's proposal and provide direction regarding the initial plans for subdivision design and development.

Step 5. **Submit application for preliminary review.** Please submit the following information for preliminary subdivision review:

- ☐ Completed Simple Subdivision (☒ Preliminary Review) application.
- ☐ Submit property owner's affidavit (i.e. a written statement made before a notary) provided on back of the Subdivision application form (if not already submitted).
- ☐ If the property owner is to be represented by an "agent", please complete and submit the Agent Authorization form provided on back of the Subdivision application (if not already submitted).
- ☐ \$120.00 payment of Simple Subdivision Application fee (to the City of Taylorsville).
- ☐ \$75.00 check made payable to Salt Lake County Fire Department for subdivision review fee.

² Fee must be in the form of a check payable to Salt Lake County Fire Department.

³ If the proposed subdivision is relatively simple and non-controversial, the Community Development Director may waive the conceptual review step.

- ☐ List of property owner names, mailing addresses, and property identification numbers of all property owners within 400 feet of the subject property. Property owner addresses may be obtained from the Salt Lake County Recorder's office located at 2001 South State Street, Room N2300, Salt Lake City, Utah.
- ☐ Self-adhesive mailing labels, typed or machine printed with each property owner's name and address as identified above (no hand written labels please). Duplicate listings may be omitted.
- ☐ Plain white envelopes (size 10 business envelope measuring 4" x 9½") with postage affixed for each property owner identified above. Do *not* place mailing labels on envelopes.
- ☐ Submit 12 copies of the subdivision site plans. Plans are to be drawn on paper size 24" x 36" and at a scale which suitability fits the paper (a scale is recommended at; 1" = 20', 1" = 30', etc.). Preliminary subdivision site plans should show the following items:
 - ☐ Property lines including dimensions.
 - ☐ Locations of access to property, proposed driveways, etc.
 - ☐ Location of the closest fire hydrants to the subject site.
 - ☐ Lot sizes.
 - ☐ Topography lines.
 - ☐ Any existing streets adjacent to the subject property, including street names.
 - ☐ Any existing buildings.
 - ☐ Adjacent lots.
 - ☐ Any other important information that the applicant desires to provide.
- ☐ Submit one reduced 11" x 17" copy of the subdivision site plan.

Following verification for completeness of application, staff will mail a public hearing notice to all property owners identified within the 400' radius from the subject property. The notice will advertise the date and time of the public hearing to be held before the Taylorsville Planning Commission. Notices will be mailed at least 10 days before the date of hearing. The applicant should include his or her own address on the mailing list in order to receive the public hearing notice.

Copies of the preliminary subdivision plan will be forwarded to various agencies for review and comment (i.e. City Engineer, Salt Lake County Fire Department, Taylorsville-Bennion Improvement District, etc.). The Taylorsville Planning & Zoning Division will also review the preliminary application for compliance with established City codes and development requirements.

Step 6. **Attend public hearing.** The Planning Commission will conduct a public hearing on the subdivision application. During the scheduled hearing, the applicant, the applicant agent, and all other members of the public who desire to ask questions, state concerns or provide testimony either for or against the application are invited to do so. All comments are recorded and considered by the Planning Commission. Following the public hearing, the Planning Commission may:

- **Approve application as presented.** If the preliminary subdivision plan is approved, the applicant may continue onto the next step in the application process as directed by the Planning Commission. During final review, the applicant will be required to demonstrate compliance with all applicable city ordinances and subdivision development standards.
- **Approve application with conditions.** If the preliminary subdivision plan is approved with conditions, the applicant must adjust development plans to comply with all specified conditions of approval. The applicant may then proceed onto the next step in the application process as directed by the Planning Commission. During final review, the applicant must demonstrate compliance with all applicable city ordinances, subdivision development standards, and all other conditions of Planning Commission approval.
- **Continue or "table" application for further study.** If the application is continued for further study and research, Staff will reschedule the application for Planning Commission consideration once the application is ready for Planning Commission review.
- **Deny application based on "findings of facts" gathered from Planning Commission meeting and other applicable discovery information.** If the application is denied, the applicant or any other interested party may appeal the decision of the Planning Commission (see *Appeal of Planning Commission Decision* on the last page of this form).

Step 7. **Submit application for Final Review.** Following preliminary approval, applicant shall submit the following information for final subdivision review no later than 10 days before date of public meeting:

- ☐ Completed Simple Subdivision (☒ Final Review) application.
- ☐ Submit 2 copies of the proposed subdivision plan with all required corrections and conditions as noted through the preliminary review process.
- ☐ Submit 1 reduced copy of the final subdivision plan on 11" x 17" paper.

Note: During the Planning Commission's preliminary review of the subdivision application, the Commission may direct staff to administer the final review without further public hearing(s) or

Commission review. If your application is to be reviewed for final approval by staff, please proceed to Step 9 and submit all required documents in the format and quantities as described below.

Step 8. **Attend Planning Commission meeting for final review – if applicable.** The Planning Commission shall administer final review of all subdivision applications unless directed otherwise by the Commission during the preliminary review (as stated above). If final review is to be administered by the Planning Commission, applicant should attend Planning Commission meeting to answer any remaining questions from members of the Commission or the general public.

Step 9. **Submit subdivision plans for civil engineering review.** The following checklist is a summary of submittal requirements for civil engineering review of subdivision development plans. For more detailed information, please refer to the City of Taylorsville *Engineering Development Standards Manual*, which is available from the Community Development Department for a \$35.00 fee. The applicant should also obtain a copy of Title 12, *Subdivisions*, from the City of Taylorsville Code of Ordinances. Specifically the applicant should reference 12.12.010 Preliminary Plat – Required information for detailed list of preliminary plat requirements.

For **preliminary engineering review**, please submit the following required information. Sheet sizes may vary (24" x 36" is typical size) but information must be legible and drawn to scale:

- ☐ Subdivision construction documents:
 - ☐ Title sheet with location map – 3 copies.
 - ☐ Preliminary subdivision plan(s) with details and corrections required by Planning Commission. Documents should illustrate existing conditions and proposed improvements – 3 copies.
 - ☐ Typical street cross section(s) – if required – 3 copies.
 - ☐ Road plan and profile sheet(s) inclusive of utilities – if required – 3 copies.
 - ☐ Storm drain and grading plan with profile sheets – 3 copies.
 - ☐ Storm drain calculations – 2 copies.
 - ☐ Detail sheet or references to the *Engineering Development Standards Manual* – 3 copies.
- ☐ Written approval from all regulatory agencies, utilities or other affected parties (i.e. UDOT, Taylorsville-Bennion Improvement District, etc.) – 2 copies.
- ☐ Traffic study – if required – 2 copies.
- ☐ Preliminary subdivision plat – 3 copies.

After submitting preliminary civil engineering plans, the City Engineer will “red-line” or note corrections necessary for final civil engineering approval. A copy of the civil engineering plans with redlines and notations will be returned to the applicant for correction and resubmittal.

For **final engineering review**, please submit the following:

- ☐ Subdivision construction documents:
 - ☐ Title sheet with location map – 4 copies.
 - ☐ Subdivision plan(s) with required corrections. Documents should illustrate existing conditions and proposed improvements – 4 copies.
 - ☐ Typical street cross section(s) to be used – if required – 4 copies.
 - ☐ Road plan and profile sheet(s) inclusive of utilities – if required – 4 copies.
 - ☐ Storm drain and grading plan with profile sheets – 4 copies.
 - ☐ Storm drain calculations – 2 copies.
 - ☐ Detail sheet or references to the *Engineering Development Standards Manual* – 3 copies.
- ☐ If not previously submitted, written approval from all applicable regulatory agencies, utilities or other affected parties (i.e. UDOT, Taylorsville-Bennion Improvement District, etc.) – 2 copies.
- ☐ Traffic study – if required – 2 copies.
- ☐ Subdivision metes and bounds legal description (i.e. warranty deed, quitclaim deed, etc.) with all required corrections – 3 copies.

Step 10. **Prepare subdivision documents to be recorded.** After obtaining final approval from the City Engineer for the subdivision development plans, the applicant shall prepare all subdivision documents to be recorded.⁴ To record a subdivision by metes and bounds, the applicant shall produce 4 copies of the recording instrument (i.e. a warranty deed or quitclaim deed if acceptable to the City Attorney) with the following information:

- ☐ An overall boundary description and a legal description for each lot created by the subdivision.

⁴ If the applicant desires to record the subdivision by plat map instead of metes and bounds, additional submittal requirements and fees may apply. For more information on requirements to record a subdivision plat please contact a member of the Planning Department or refer to page 5 of the Taylorsville Engineering Development Standards Manual.

- ☐ City Code 12.16.020 requires all subdivisions with a private street to include the following statement on the recording instrument: “No City maintenance is provided on private streets.”

Note: The City strongly encourages the applicant to “preview” all subdivision documents to be recorded with the Salt Lake County Recorder’s Office and Surveyor’s Office for compliance with County requirements (i.e. property boundaries, legal descriptions, subdivision name, street names, addressing, etc.) prior to submittal to the City.

Step 11. **Obtain signatures.** Prior to submittal of subdivision documents to be recorded, the applicant must obtain approval stamps with signatures on all 4 copies from the following agencies:

- ☐ Qwest Communications
- ☐ Utah Power & Light Company
- ☐ Questar Gas
- ☐ Taylorsville-Bennion Improvement District
- ☐ Salt Lake Valley Health Department

Step 12. **Submit to Planning Department required documents for recordation.** After obtaining the required signatures listed above, the City will stamp the recording instrument with a signature block to be signed by the following City personnel and officers:

- ☐ City Planner
- ☐ City Engineer
- ☐ Community Development Director
- ☐ City Attorney
- ☐ Mayor
- ☐ Payment of recordation fee. Applicant shall deliver to the City a check written to the Salt Lake County Surveyor’s Office for the exact amount necessary to record all subdivision documents. For exact calculation of fee contact the Salt Lake County Recorder’s Office at (801) 468-3391.

Step 13. **Recordation of subdivision documents.** Upon obtaining all required signatures of approval, City staff will hand deliver to the Salt Lake Recorder’s Office the subdivision documents to be recorded as well as the payment to record the subdivision. Note: The Salt Lake County Recorder’s Office will review the proposed subdivision document for consistency with County requirements. If an element of the subdivision document(s) is not correct, an error with a boundary description for example, the Recorder’s Office may reject the document and require correction prior to recording.

Expiration of Subdivision Plan Approval:

Within one year after receiving approval of the preliminary subdivision plans by the Planning Commission, the applicant must submit the original and 1 copy of the final plans to the Planning Commission for final approval or disapproval, as the case may be. The Planning Commission may grant a 1-year extension of such time period if the request for extension is received prior to the expiration date. In approving any extension, the Planning Commission may review and modify or amend the original approval conditions and requirements.

Approval of the final plans by the Planning Commission shall be void if the subdivision is not recorded within one year after the date of approval, unless application for an extension of time is made in writing to the Planning Commission and granted during the one-year period (City Code 12.08.010).

Issuance of Building Permit:

Prior to completion and recordation of subdivision with the Salt Lake County Recorder’s Office, the City of Taylorsville shall not issue any building permit for development associated with or affected by a subdivision application. Under special circumstances the applicant may submit for “*building permit plan review*” upon approval from the Building Official and prepayment of a plan review fee (assessed by the Building Official). All pre-paid fees associated with a premature plan review prior to recordation of a subdivision shall be non-refundable and does not constitute any vested rights of development or land use associated with the subdivision. *Applicant is strongly cautioned when choosing this course of action.*

Survey and Roadway Monumentation:

A Monument Permit from the Salt Lake County Surveyor’s Office must be obtained before disturbing or setting any survey or roadway monuments. Additional Salt Lake County requirements and fees will apply. For more information call the Salt Lake County Surveyor’s Office at (801) 468-2028.

Appeal of Planning Commission Decision:

Any person shall have the right to appeal to the Mayor any decision rendered by the planning commission under this chapter by filing a letter, stating the reasons for the appeal, with the Mayor within 10 days after the Planning Commission decision. After receiving the appeal, the Mayor may appoint a hearing officer upon the advice and consent of the City Council, and the Mayor or hearing officer shall have the power and authority to preside at and conduct hearings to resolve the matter (City Code 12.08.050).